



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Senior Claims Reviewer [Classified Competitive]</b>			Salary <b>P19 \$47,107.07 - \$66,514.31</b>
Posting Number <b>122-17</b>	Position Number <b>952213</b>	Number of Positions <b>1</b>	Posting Period * From: <b>7/19/17</b> To: <b>8/2/17</b>
Location: <b>NJ Dept of Health 50 East State Street 3rd Fl Trenton NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the supervision of the Coordinator, Primary and Preventative Health Services, serves as lead to ensure reviewers process HIPP/HICP applications; assess eligibility for program services based on established policies and procedures; ensure completeness, enter eligible applications in database; prepare and issue clients' insurance premium payments/vouchers and reconcile payment; conduct ongoing compliance checks to ensure compliance with federal standards and measures. Provides customers and case managers assistance in understanding the ACA and HIPP policy; handles the most complex and/or sensitive client issues, requests, complaints and functions. Submits reports on findings to prevent recurring complaints. Negotiates with health insurers regarding terminations and reinstatements to ensure continuity of health care coverage. Facilitates weekly/monthly/quarterly/annual HIPP utilization data analysis and report summaries. Maintains essential electronic/manual records and files per policies and procedure to ensure audit compliance. Will be required to learn to utilize various types of electronic and/or manual information systems used by the program including but not limited to the HIPP Database; CareWare; MOLINA; Citrix and DMAHS</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience in the evaluation and/or verification and eligibility determination of applications for financial or medical assistance, benefits or other services or, in credit investigations.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.</p> <p><b>LICENSE:</b> Applicants must possess or be able to obtain a driver's license valid in New Jersey only if the operation of a vehicle, rather than employment mobility, is necessary to perform essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHIVAIDS@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Patricia Laird, Administrative Assistant 2 HIV, STD and TB Services Reference Posting #122-17 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• State of NJ Employment Application (<a href="http://nj.gov/health/forms/dpf-663.dot">nj.gov/health/forms/dpf-663.dot</a>).</li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.